## **HOW TO HIRE – 6 STAGES OF RECRUITING AND HIRING**

**Open Position** – (1)New/Replacement Position - Hiring mgr obtains appropriate approvals, then provides Job Opening Request Form and Position Description to HR Center (2-5 day turnaround) for posting to appear on Current Job Opportunities website.

**Open Position contd** – (2)Recruiter consults with Hiring Manager to develop Recruitment Plan. Expect initial contact from recruiter in 1-2 days. (3) Recruiter will discuss essential criteria. underutilization, schedule of recruitment activity and determine interview process; (4) Recruiter also provides additional guidelines for reference checking & interviewing within the law.

**Advertising Position** – (1) HR Center enters requisition in HRIS (data mgmt system) & the job is posted on the Current Job Opportunities LBNL website for a minimum of 2 weeks. (RPM §2.01 (B)(3)(Publicizing Job Vacancies). (2) Internal Posting status for LBL employees. (3) Recruitment & outreach activity is carried out, determined by Recruitment Plan. Position will not appear on any external job boards until Recruitment plan is developed.



Finding Candidates – (1) Recruiter conducts preliminary resume search within existing database & reviews with Hiring Mgr to determine if a diverse and qualified talent pool exists. (2) Recruiter executes Recruitment Plan & conducts resume searches until a sufficient applicant pool is attained. An ongoing, interactive dialogue takes place between Hiring Manager & Recruiter to determine top candidates.

**Identifying Top Candidates** – (1) Recruiter, Hiring Mgr or Designee phone screens viable candidates. (2) Hiring Mgr or Designee schedules interviews and updates Recruiter on outcomes. (3) Hiring Manager selects an Interview panel, if necessary and selects panelists. (4) Hiring Mgr, Interview Panel & Recruiter (if applicable) conducts interviews.



**Select Finalist** – (1) Finalist is selected according to the essential objectives of the position. (2) Hiring Manager, Recruiter or Designee completes reference checks. (3) Hiring Mgr provides Offer Request Form, resume, Employment Application, & DOE FACTS Questionnaire for selected finalist to HR Center. (4) HR Center works with Hiring Mgr & Recruiter to formulate offer. See Setting Salaries. HR Center facilitates obtaining relevant approvals. (2-5 day turnaround). (5) Hiring Mgr extends verbal offer to the finalist. (6) HR Center sends offer letter with employment information to the finalist. (7) HR Center updates the HRIS with acceptance data, once the signed offer letter is received. This completes the Selection Log. (8) HR Center completes hire package & creates employee file.



New Hire – (1) HR Center meets with new employee for New Start Appointment. (2) Hiring Mgr registers new hire for pertinent training, coordinates space, equipment & work station. See Supervisor New Hire Checklist..